

GUIDE TO INJURY AND ILLNESS FORMS AND RESPONSIBILITIES

Type of Injury or Illness	CA-1	SMIS Website	CA-16	CA-2 CA-35	APMC FS-1600-16
Traumatic Injury No Medical Treatment	Yes	Yes	No	No	No
Traumatic Injury Medical Treatment Required	Yes	Yes	Yes	No	Only If APMC Is Authorized
Occupational Illness	No	Yes	No	Yes	
Exposure Incident (BBPO or other)	No	Yes	No	Yes	

Purpose, Responsibilities and Filing Instructions		
CA-1	<u>Notice of Traumatic Injury</u>	Use if injury occurred within one work day or shift. Employee, witness complete Side 1, submit to supervisor within three work days. Supervisor completes Side 2, submits to FS within one work day of receipt.
SMIS	<u>Report of Accident/Incident</u>	Supervisor enters information to SMIS website http://safety.net.smis.doi.gov/ within one week of the date of injury/illness.
CA-16	<u>Authorization for Examination/Treatment</u>	Authorizes payment for initial medical care for Traumatic Injury only, if issued by Compensation Specialist. DO NOT USE FOR ILLNESS. Employee returns original to Compensation Specialist or FS within one work day.
CA-2	<u>Notice of Occupational Disease</u>	Use if illness occurred over longer than one work shift, or if cause is unknown. Employee and supervisor complete. Supervisor submits to FS within one work day of receipt.
CA-35	<u>Evidence Required in Support of Occupational Disease</u>	FS issues upon receipt of CA-2. Employee, supervisor, and physician completes to explain relationship of illness to performance of duty, condition of employment or work environment. Employee submits to FS.
	<u>Time and Attendance Report</u>	Employee or timekeeper records COP, SL, AL, or LWOP hours on electronic T&A, prints and submits copy to FS. T & A's are retained in the employees injury file.
FS-1600-16	<u>APMC Authorization and Medical Report</u>	Authorizes initial medical expense, documents initial diagnosis. Use only if authorized by Financial Services, the incident Finance Section or a local Compensation Specialist. Requires Incident Order Number and "M#". Submit copy to FS with CA-1, CA-2 as soon as possible.